

Dorchester Presbyterian Church
Fellowship Team Responsibilities
Session Approved: February 20, 2018

1. Report fellowship activities to the Session and promote them to the congregation.
2. Organize and oversee special annual/seasonal fellowship events for all ages. (Oyster Roast, Shrove Tuesday Pancake Supper, Advent Festival, Family Retreat, game nights, Choir Appreciation, field trip excursions, etc.)
3. Provide guidance and assistance for other fellowship groups/activities within the congregation that are specific to that particular group (Presbyterian Women, the Men's Group, Boy, Cub, and Girl Scouts, O.W.L.S., the Lunch Bunch etc...)
4. Assist with refreshments, potlucks, picnics, luncheons in coordination with other groups and committees as needed.
5. Supervise the church kitchen and appoint a Kitchen Coordinator. Work with him/her and Session to determine appropriate rules and regulations and keep an inventory of supplies and make supply order requests to the church office when needed.
6. In conjunction with the church office and the Technology and Communications Committee, provide appropriate communication to the congregation before and after events through the Website, Facebook, E News, worship announcements, the bulletin, and newsletter.
7. Produce a pictorial church directory in conjunction with the church office and the Board of Deacons every five years for distribution to the congregation.
8. Develop an annual budget for submission to the Finance Committee to include the work of the Team as well as recommendations concerning funding for expenses related to the fellowship activities of the congregation.
9. Make recommendations to the Session concerning revisions of the Team's areas of responsibility to be reflected as standard operating procedure in the church manual.